HRS PRO QUICK INSTRUCTIONS

In following the below steps for the ACS/Wagers HRS Pro Software it will help in creating the "HDE" format file that is needed for your report to be accepted.

1. Download the software (whoever does this **MUST** have **administrative rights** or theprogram will not function properly).

2. Enter information as the program prompts – you will be entering the contact information for questions regarding the report.

3. Go to the **HOLDER** icon on the left side under the data input button and add your company's information. Hit **SAVE** and then **CLOSE**.

4. Go to the **DATA SETS** icon and add a data set. Click on the **ADD** button. Enter the report yearand the state as **WI**. Select the **SAVE** button and then select the **CLOSE** button. (make sure that you select the data set that you just created. If should have a red arrow next to it.

5. Move to the **PROPERTIES** icon and click on the **ADD** button. The property status is **REPORTABLE**. If you are going to enter the owner information, the owner stats is KNOWN. Enter the <u>type of obligation</u> (listing of Property Type Codes on page) that represents the property and the last transaction date. Then after you have entered the cash to report, hit **SAVE** and it will take you to another screen for you to enter the owner's name and address. Under **ADDING OWNER**, the owner type will be #3 **ALL OTHER** (if you actually have owner information). If you don't have an owner name then you would use UNKNOWN as the owner's name. The Relation to 1st Owner is PR (Primary Owner). Once the owner and or co-owner information is entered, hit **SAVE** and then **CLOSE**, then hit **CLOSE** one more time so that you are out to the Data Set Screen. Click on **ADD**, **ADD NEW**, to add a new property record.

6. Once you are finished entering your property records, move to **DATA OUTPUT** and select the **HOLDER REPORTS** icon.

7. Make sure that you have selecteda contact by clicking on the **CONTACTS** button and put a check mark in the box that has the name that you want to be the contact. Click on the **SAVE CHANGES** button.

8. Next, **VALIDATE** the report and then **FINANZLIZE** the report by clicking on theses buttons.

9. Click on the **HOLDER REPORT COVER SHEET** button and then click on the **GENERATE OUTPUT** button to print the cover sheet.

10. Insert a CD (only if your company doesn't allowyou to email the file.) and click on the **NAUPA** file button, then click on **GENERATE OUTPUT**, name the disk. Make sure the correct drive is selected from the drop down menu. If your company allows you to email attach files please see #13 on how to create the file for emailing.

11. Fill out and have the **HOLDER REPORT COVER SHEET** and have it signed by an officer of your company. Wire Transfers are preferred for the State of Wisconsin, but checks should be made payable to **STATE OF WISCONSIN**.

12. Mail the signed **HOLDER REPORT COVER SHEET, CHECK**, and **CD** to the Treasure's office.

13. *Open HRS Pro, *Data Output, *Holder Reports, *Disk Output, click NAUPA file, *Generate output, *Save as screen comes up, Save to DESKTOP (leave what is in the NAUPA format box there ie: Should be the company name ex:2011_WI_company), *Click Save, *Output successful will come up, *Click OK, * Then open email & attach the file you just saved on your desktop.

*Note-periodically, ACS Wagers will place updates to the software on their website, when this occurs you will no longer be able to open HRS PRO. You will need to go the ACS Wagers website at www.wagers.net and follow their instructions for updating your software. It should save all prior data and records when updating the software.